

Broadbent Fold Primary School and Nursery



In Partnership with
**STAMFORD
PARK TRUST**

Volunteer Policy

November 2026

Equalities Statement

In line with the Equalities Act (2010) we aim to ensure that any child, irrespective of protected characteristics (These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.) is treated fairly and with respect. The law states that the public sector equality duty includes a general duty to, “Foster good relations between people who share a protected characteristic and those who do not.” This policy can be adapted to suit individual needs.

Our School Values

We take pride in our school values and the children are rewarded for demonstrating these values in and around school. Our values were created through our pupil leadership and they are to be:

Ready
Respectful
Safe

Statement of Intent

At Broadbent Fold Primary School and Nursery, we recognise and value the contribution made by parents and volunteers. We encourage your assistance and acknowledge that many school activities are only possible with your help. Our aim is for the time you spend in school to be productive and enjoyable. The development of any volunteer, whether for one day or for a number of sessions over a longer period, is to take into account the needs of children and staff to whom they are assigned. We have a duty to ensure the welfare of our children is promoted, and they are safeguarded from harm. This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but

not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2026) 'Keeping children safe in education'
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- DfE (2026) Working together to safeguarding children and young people.

All volunteers will be required to make themselves familiar with school procedures, including the following:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy

The following definitions apply for the purposes of this policy. For the purposes of this policy:

Volunteers are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

Occasional volunteers are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

Regular volunteers are individuals who volunteer at the school once a month or more.

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

Safeguarding pupils and child protection

Volunteers will be provided with safeguarding information as determined by the governing body, using a proportionate, risk-based approach.

Depending on the level of interaction with a child, it may be necessary to obtain a DBS certificate.

The school is required to obtain an enhanced DBS certificate if the volunteer intends to carry out an activity for the school that includes unsupervised contact with children.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office
- Volunteers will wear a visitor's badge at all times

Allegations of abuse made against volunteers will be dealt with in accordance with the Allegations of Abuse Against Staff Policy.

Recruitment

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required. An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

Safeguarding checks

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record. If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity. For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required. Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer. All checks will be conducted in line with the school's Safer Recruitment Policy.

Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school. All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- Allegations of Abuse Against Staff Policy
- Online Safety Policy
- Data Protection Policy
- Staff ICT and Electronic Devices Policy
- Staff Confidentiality Policy
- Photography and Images Policy

Volunteers will be provided with access to the above documents upon their induction.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction. All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

Confidentiality

All information relating to children and members of staff is confidential and the sharing of data is protected under the Data Protection Act 2018. Volunteers are not permitted to discuss any confidential information regarding a child or member of staff with any other individual. Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity. There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers are to report any concerns to a member of staff and are instructed not to notify the parents.

Internet use

Volunteers will have restricted access to the school network and will be instructed on ensuring appropriate use. Volunteers are not permitted to make contact with children via social media or email or arrange to meet children outside of school.

Monitoring and review

This policy will be reviewed every two years basis and any changes will be communicated to all members of staff, existing volunteers and relevant stakeholders.



Broadbent Fold Primary School and Nursery Volunteer Code of Conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy and Data Protection Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Express any extremist or discriminatory views, or any views that would offend others.
- Behave in a manner which may bring the school into disrepute when representing the school.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____